

Instructions for Completing
Industrial Hard Copy Investigation Requests
Questionnaire for National Security Positions (Standard Form 86)
Last Updated July 2006

When completing the SF 86 electronically through the Joint Personnel Adjudication System, the Agency Use portion is completed based on selections in drop down menus. ***These instructions do not apply for electronic submissions of investigation requests.***

The instructions included in this document apply in those limited instances when a hard copy SF86 is required (for clarification on these instances, refer to the Procedures for Industrial Clearance / Investigation Requests, which may be found on the Industrial Security, Personnel Security Clearances for contractors web page.) The form may be obtained from <http://www.opm.gov/forms/html/sf.asp>. Questions on completing this section of the SF 86 may be directed to the DoD Security Services Call Center at 888-282-7682.

The completed form must be submitted to the Defense Industrial Security Clearance Office (DISCO) for processing. Submissions that are sent directly to the Office of Personnel Management will be rejected to DISCO and will result in a processing delay.

Section:	Use Code:
A. Type of Investigation:	08B NACLC 30C SSBI 18F SBPR 19C Phased SSBI PR * see note at bottom
B. Extra Coverage:	If Block A is 30C (SSBI) always enter "3", If Block A is 18F (SBPR) or 08B (NACLC) and the request is for a periodic reinvestigation, enter "R", Otherwise, leave blank.
C. Sensitivity Level:	2 Noncritical- Sensitive 3 Critical-Sensitive 4 Special-Sensitive
D. Access Level:	1 Confidential 2 Secret 3 Top Secret 4 Sensitive Compartmented Information
E. Nature of Action:	CON Contractor Employee

F. Date of Action:	Use Month/Day/Year format of the action requiring the investigation, e.g. date of hire. If no action taken, leave blank.
G. Geographic Location:	Leave blank
H. Position Code:	Leave blank if none of the following apply: Y Priority-Presidential Support P Priority-Presidential Transition / Priority SIOP-ESI / Priority NATO / SHAPE J Priority PRP
I. Position Title:	CON Contractor Employee
J. SON:	346W
K. Location of Official Personnel Folder:	NONE
L. SOI:	DD03
M. Location of Security Folder:	NONE
N. OPAC-ACL Number:	DSS-IND
O. Accounting Data:	Leave blank if not applicable
P. Requesting Official:	Enter Facility Security Officer's (FSO) name and title
SIGNATURE:	Required
TELEPHONE NUMBER:	Enter phone number, to include area code where The FSO may be reached, e.g. (555) 555-5555
DATE:	Current date required

For more information, visit the following:

- DoD Security Services Call Center 888-282-7682, <http://www.dss.mil/custservctr.htm>
- Complete instructions for completing the Questionnaire for National Security Positions (SF-86) Agency Use Information, <http://www.opm.gov/extra/investigate/dodsf86.pdf>
- Questionnaire for National Security Positions, (SF-86) - <http://www.opm.gov/forms/html/sf.asp>